

**Pacifica School District**  
**Regular Meeting**  
March 11, 2020 6:00 PM  
Sunset Ridge School  
Multi-Purpose Room  
340 Inverness Drive  
Pacifica, CA 94044

**AMENDED Minutes of the March 11, 2020 Meeting**

**Attendance Taken at 6:05 PM:**

Present:

Ms. Elizabeth Bredall  
Ms. Lynda Brocchini  
Ms. Kai Doggett  
Mr. Jesse Levin  
Ms. Laverne Villalobos

**1. OPEN SESSION - 6:00 P.M. - CALL TO ORDER AND ROLL CALL AND ANNOUNCEMENT:  
RECORDING OF THE MEETING**

Minutes:

President Levin called the meeting to order at 6:05 P.M.

Quick Summary:

The District digitally records the audio portion of the meetings. The recorder is located in front of the Board Scribe. All recordings are kept in the Superintendent's Office for 30 days and are available during that time period for inspection by members of the public on district equipment without charge.

**2. ANNOUNCEMENT OF CLOSED SESSION**

Minutes:

President Levin announced Closed Session referring to the items listed on the agenda.

**3. PUBLIC COMMENT ON CLOSED SESSION ITEMS**

Minutes:

President Levin asked if any member of the public wishes to address the Board on Closed Session items.

Maureen Manis, teacher at Vallemar School and on the negotiating team, addressed the Board and shared her concerns about the teacher shortage, special education students not being served due to that shortage, and the options offered through negotiations for teacher compensation. Ms. Manis asked the Board of Trustees to come up with a plan to attract and retain teachers.

Patty McNally, teacher at Ocean Shore School, addressed the Board sharing that with so many things out of our control right now, negotiations is not one of them and the team wants to settle this. LSEA is looking for a one year deal, hopefully on Monday. She stated that we need direction from the Board. She asked the Board to go to their team to have this settled for one year.

President Levin adjourned the meeting to Closed Session at 6:14 P.M.

#### **4. CLOSED SESSION**

##### **4.a. Public Employee Appointment (G.C. 54957, subd.(b)(1))**

**4.a.1. Title: Special Education and Pupil Services**

**4.a.2. Title: Human Resources**

##### **4.b. Conference with Labor Negotiator**

**Agency Negotiator: Heather Olsen, Superintendent**

**4.b.1. Employee Organizations: CSEA (California School Employees Association, Chapter 128), LSEA (Laguna Salada Education Association), LSMA (Laguna Salada Management Association)**

##### **4.c. Public Employee Performance Evaluation (G.C. 54957)**

**Title: Superintendent**

#### **5. OPEN SESSION - 7:00 P.M. - CALL TO ORDER, FLAG SALUTE, ROLL CALL AND ANNOUNCEMENT: RECORDING OF THE MEETING**

Minutes:

President Levin called the meeting to order at 7:10 PM.

Trustee Bredall led the flag salute.

Roll call was taken by Susanne Campos.

Staff present: Heather Olsen, Josie Peterson, Will Lucey, Maria Gavidia, and Susanne Campos.

Quick Summary:

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meetings.

## 6. REPORT OUT ON CLOSED SESSION TOPICS

Minutes:

President Levin reported out on Closed Session topics.

No Action Was Taken.

Quick Summary:

Report Out and APPROPRIATE ACTION

## 7. APPROVAL OF THE MINUTES of February 12, 2020

**Order #130 - Motion Passed:** It is recommended that the Board approve the Minutes of the February 12, 2020 Regular Board Meeting. Passed with a motion by Ms. Laverne Villalobos and a second by Ms. Lynda Brocchini.

Yes Ms. Elizabeth Bredall  
Yes Ms. Lynda Brocchini  
Yes Ms. Kai Doggett  
Yes Mr. Jesse Levin  
Yes Ms. Laverne Villalobos

Quick Summary:

It is recommended that the Board approve the Minutes of the February 12, 2020 Regular Meeting  
ACTION

## 8. APPROVAL OF THE MINUTES of February 25, 2020

**Order #131 - Motion Passed:** It is recommended that the Board approve the Minutes of the February 25, 2020 Special Meeting of the Governing Board. Passed with a motion by Ms. Lynda Brocchini and a second by Ms. Elizabeth Bredall.

Yes Ms. Elizabeth Bredall  
Yes Ms. Lynda Brocchini  
Yes Ms. Kai Doggett  
Yes Mr. Jesse Levin  
Yes Ms. Laverne Villalobos

Quick Summary:

It is recommended that the Board approve the Minutes of the February 25, 2020 Special Meeting of the Governing Board.

ACTION

## 9. APPROVAL OF THE AGENDA AND CONSENT AGENDA 7:05 P.M.

**Order #132 - Motion to Amend Passed:** To amend the motion from: "It is recommended that the Board approve the agenda for the March 11, 2020 meeting and all consent agenda items." to: "It is recommended that the Board approve the agenda for the March 11, 2020 meeting and all consent agenda items removing item 9.f. AR 4116 Probationary Permanent Status from the Consent agenda." Passed with a motion by Ms. Laverne Villalobos and a second by Ms. Lynda Brocchini.

Yes Ms. Elizabeth Bredall  
Yes Ms. Lynda Brocchini  
Yes Ms. Kai Doggett  
Yes Mr. Jesse Levin  
Yes Ms. Laverne Villalobos

### Minutes:

Heather Olsen asked the Board to pull item 9.f. AR 4116 Probationary Permanent Status, from the Consent agenda and bring it back at the next Board meeting.

Trustee Villalobos asked that the Board of Trustees take a break at 9:00 P.M. and then continue the meeting after the break.

### Quick Summary:

All items on the consent agenda will be approved with one motion, which is not debatable and which requires a unanimous vote for passage. If any member of the Board, the Superintendent, or the public so requests, any item shall be removed from this section and placed in the regular order of business following approval of the consent agenda.

### CONSENT/ACTION

#### **9.a. Agenda of the March 11, 2020 meeting**

##### Quick Summary:

It is recommended that the Board approve the agenda for the March 11, 2020 Regular meeting.

CONSENT/ACTION

#### **9.b. Consideration of Acceptance Warrants**

##### Quick Summary:

It is recommended that the Board approve the attached commercial warrants for the period of 2/4/2020 through 2/20/2020 totaling \$872,781.88.

CONSENT/ACTION

### **9.c. Service and Consultant Contract Approvals**

Quick Summary:

It is recommended that the Board approve the Service and Consultant contracts as presented by staff.

CONSENT/ACTION

### **9.d. Overnight Field Trips**

Quick Summary:

It is recommended that the Board approve the Overnight Field Trips as presented.

CONSENT/ACTION

### **9.e. Personnel Changes**

Quick Summary:

It is recommended that the Board of Trustees approve the following Personnel items as presented.

CONSENT/ACTION

Minutes: Amend Item 9.e. Personnel Changes to reflect deletion of 1.F. under Classified: Lay-Off Due to Lack of Work/Lack of Funds: Ty Truong, .25FTE, Bus Driver II, District Office, effective June 11, 2020.

### **9.f. October 2019 Manual Maintenance (AR 4116 Probationary Permanent Status)(Second Reading)**

Quick Summary:

(Attachment A) October 2019 Manual Maintenance 4000 Series (Second Reading) Board Memo (Attachment B) AR 4116 Probationary Permanent Status - Use CSBA Sample With Revisions

CONSENT/ACTION

### **9.g. December 2019 Manual Maintenance 2000 Series (Second Reading)**

Quick Summary:

(Attachment A) December 2019 Manual Maintenance 2000 Series (Second Reading) Board Memo(Attachment B) BP 2121 Superintendent's Contract - Use CSBA Sample As Is

CONSENT/ACTION

### **9.h. December 2019 Manual Maintenance 3000 Series (Second Reading)**

Quick Summary:

(Attachment A) December 2019 Manual Maintenance 3000 Series (Second Reading) Board Memo(Attachment B) BP 3600 Consultants - Use CSBA Sample As Is

## CONSENT/ACTION

### **9.i. December 2019 Manual Maintenance 6000 Series (Second Reading)**

#### Quick Summary:

December 2019 Manual Maintenance 6000 Series (Second Reading)(Attachment A)  
December 2019 Manual Maintenance 6000 Series (Second Reading)(Attachment B) AR 6174  
Education for English Learners - Use CSBA Sample As Is(Attachment C) BP 6143 Course of  
Study - Use CSBA Sample With Revisions(Attachment D) AR 6143 Course of Study - Use CSBA  
Sample With Revisions  
CONSENT/ACTION

## **10. COMMUNICATIONS - 7:10 P.M.**

#### Quick Summary:

Speakers wishing to address the Board on items on the agenda or not on the agenda, may complete speaker cards and submit them to any member at the staff table. If you are addressing the Board on a non-agenda item, please be aware that the provisions of the Brown Act prohibit the Board from acting or discussing such matters at this meeting. Public comments are limited to three (3) minutes per person per topic.

### **10.a. LSEA (Laguna Salada Education Association)**

#### Minutes:

Meghann Elsbernd, LSEA Representative, addressed the Board of Trustees. She expressed concern about following The Brown Act.

Ms. Elsbernd also asked the Board of Trustees to tell the District negotiation team to settle the contract.

### **10.b. CSEA (Classified School Employees Association)**

#### Minutes:

Jerry Newland, CSEA Representative, pointed out the people in the audience attending the Board meeting and asked the Board of Trustees to care as much as her people do.

### **10.c. People Wishing to Address the Board**

#### Minutes:

Charlotte Allen, parent, addressed the Board and outlined the support given to the schools and the district. She asked that administrator costs be cut and come up with new ideas and think outside the box.

Rachel Merlo, teacher/parent/negotiations team, addressed the Board to report that she has asked the District to put pressure on the State along with neighboring districts many times. She asked why teachers aren't listened to and asked the District to be more unified with labor partners.

Virginia Szczepaniak, teacher, addressed the Board and shared her personal story of why she became a teacher. She shared how teachers are dedicated and self-sacrificing and read a plaque her mother gave her.

Marguerite Rodigou, parent/teacher, addressed the Board and shared that teachers are first responders too. She shared how teachers are overburdened and underpaid and how that will affect the future.

Ilya Varnayev, teacher, addressed the Board to ask the Board for their understanding. When the teachers leave after public comment, it is not to disrespect, it is because they have to get up early to teach. He shared that teachers watch the meeting video and read the minutes, and said that the teachers respect you and we ask that you do the same.

Cynthia Skinner, teacher, addressed the Board to share decisions made in the past. She focused on buses and how Sunset Ridge is dependent upon charter buses. She reported on the bus driver whose hours may be reduced tonight and thanked him for his service.

Julie Cotter, parent, addressed the Board shared that a 1% increase is insufficient and insulting and asked why the district is spending money on administrators and not teachers. She asked what benefits and pay cuts are happening at a higher level. She asked the Board to not let our teachers burn out.

Anrey Bartoszynski, parent, addressed the Board regarding sports events and asked that we collaborate with San Mateo County Office of Education and San Mateo Community College District with regard to communication on sports events so that families are hearing the same message.

Lissin Lev Chaya, parent, addressed the Board to support the teachers and students. She shared that Vice Principal, Seva Steel, is the heart of Ocean Shore and is grateful for the support that she has given to the Principal, Julie (Tarango) Carillo her first year. She asked that the Board look at other administrative cuts and not take away any of the direct student support staff. She also asked the Board to find a way to pay the teachers what they deserve.

Chloe May, student, addressed the Board to share how much and what teachers do and how they inspire students and touch their hearts and don't receive much credit. She thanked the teachers for making our world and community a better place.

Emily Stack, substitute teacher, addressed the Board to share what she loves about being a teacher and working for teachers that once were her teachers. She shared that she loves being a teacher but the cost of living is too high. She said that the District must do better.

Darcy Fields, kitchen cook, addressed the Board to comment on items 11.m., 11.o., and 11.p. stating that she hopes that the monies spent on these items are not taking away from teacher salaries. She reported the current step she receives in her position and how it is not a living wage. She reported that she went on a website and saw that someone in the district receives \$65,000 in benefits and that is not acceptable. She stated that we need to control spending.

Becca Michaelson, teacher, addressed the Board to report that she has to leave because she can't afford to live here. She doesn't want to leave. Pacifica has been her home for 26 years. She asked the Board to do something about it.

Becky Howarth, parent/teacher, addressed the Board as a parent. She shared that with several tragic events lately, she doesn't know what Ocean Shore would have done without the Vice Principal. She shared how the Vice Principal supports in many ways. Ms. Howarth stated to the Board that we need our Vice Principal.

Kendra Vara, parent, addressed the Board to share that her son had a seizure at school and was diagnosed with a tumor. She shared that before and after her son's surgery, the community embraced her family. She shared how Patty McNally went above and beyond during this time. She shared she doesn't understand why, when teachers are so dedicated to the kids, can't make a living wage. She asked why some teachers are on special assignments and not in the classroom. She wants answers to her questions. She asked that the District meet with the labor partners but not touch their benefits, and finish negotiations for this year.

Kiyomi Arai introduced her sons, Kai and Kaedin Gieraths, students at Cabrillo. They addressed the Board to share their special stories of each teacher they've had at each grade level. They stated how their teachers have done so much more than they've had to.

Amy Field-Smith, parent, addressed the Board to share all of the ways that the District is supported through fundraising and through the Parcel Tax. She shared that it is hard to understand that the teachers aren't paid enough to live in one of the most expensive and high tax areas in the state.

Jonathan Harris, co-chair LSEA bargaining team/parent, addressed the Board and shared that it has been 33 years since there was a strike in Pacifica School District and shared that negotiations is probably heading for an impasse. He reported that when Interest Based Bargaining was used it wasn't perfect but were able to work together to find common goals and come up with a contract. He shared that the teachers are all working overtime in order to meet the needs of the students. He shared that we need unity now and to make sure that students come first.

Sheila Gamble-Dorn, teacher, addressed the Board to speak on the cuts that put the students in jeopardy. She used the BIG 5 poster as an example and stated that there is no flood on the poster and that tells her that we need to be ready for anything. She highlighted

Seva Steel, Vice Principal of Ocean Shore and how she helped save students during the flood by guiding them to safety in the multi-purpose room. She stated that taking the Vice Principal away is a safety issue. She said that the District needs to stop cutting staff at schools and cut staff at the district office level.

Sophie Korn, teacher, addressed the Board to share that due to the teacher shortage, special education students are still not being served. She also shared that the options that were offered through negotiations were not good and it did not offer compensation. The options do not attract and retain teachers. She asked the Board to come up with a plan to attract and retain teachers.

Natasha Glasgo, teacher, addressed the Board and stated we all want what's best for the children and that we need to work together to get through things. She stated that the district says there is no money but spends it in different ways. The proposal presented by the district will not help attract and retain teachers. The teachers care about the community and the students but feel disrespected. We need to come together and work together to figure out how to give the teachers a raise in order to better afford to work here. Our teachers also need to feel heard. She stated our community and children are watching and that we need to do the right thing.

Jennifer Mitchell, teacher, addressed the Board, using a story from a book and rewriting it to reference that other districts are looking at teachers in Pacifica to employ. She stated that Pacifica will lose teachers to districts who offer higher compensation. She asked that the teachers be treated with respect or risk losing them.

Kelly Edelhart, teacher, addressed the Board and reviewed what her priorities are and asked what the District's priorities are and are they reflected in the actions. She stated that she feels that the district's priorities are not with the best interest of the students. She shared that she loves her job, her colleagues, her students, and her school.

Tim Boe, parent, addressed the Board stated that he doesn't understand how there is no contract with the teachers and how the district has a million dollars in cuts. He said that he will be at meetings more to help to understand. He asked the teachers and Board how can we do what's best for the community, how can we figure this out.

Nicole Ortega, administrative assistant, addressed the Board in support of teachers, staff and students. She spoke specifically on item 11.f. on the agenda relating to the bus driver reduction. She shared with the Board, that when you cut FTE's, her hope is that the district sees faces, not just FTE. She hopes that the Board takes caution before making these cuts that affect people's lives that live and work in this community.

Natalie Abinante, teacher, addressed the Board and stated what keeps her here in the district is the community. She loves that the community work very closely as a team. She shared how each school community came together to help Ocean Shore when it flooded. She asked the Board to reconsider options and work with the teachers and the teachers will work with you.

#### **10.d. Correspondence**

Minutes:

There were no correspondence items to report

#### **10.e. Board/Superintendent Communications**

Minutes:

The Board of Trustees shared events and activities they have attended since the last Board meeting including: Pacifica Education Foundation (PEF) Gala; Workforce Housing meeting; Masters in Governance, Special Meeting of the Governing Board; Book Fair at Ortega; San Mateo County School Boards Association (SMCSBA) meeting; Led a podcast in Sacramento on "How much does it cost to educate a child".

The Trustees asked the community to please take the time to study the facts on the current budget.

Dr. Olsen shared that she has presented on the District Budget at Ortega and Cabrillo PTO meetings. She also attended the PEF Gala.

#### **11. DISTRICT BUSINESS - 7:50 P.M.**

Minutes:

The Board of Trustees took a 10 minute break at 8:49 P.M.

President Levin resumed the meeting at 8:58 P.M.

Quick Summary:

**DISTRICT GOALS** The District values the goals provided in our Local Control Accountability Plan (LCAP) and Strategic Plan. All of our District Board Agenda Items are tied to these goals. One or more goals are listed in the description of each Board Agenda Item. The details for each of those District Goals can be accessed on our Agenda Online Public Page or by visiting the District website, [www.pacificasd.org](http://www.pacificasd.org), under District Information, Board of Trustees.

#### **11.a. Certification of Second Interim Financial Report for 2019-2020 (LCAP: Operations)**

**Order #133 - Motion Passed:** Passed with a motion by Ms. Elizabeth Bredall and a second by Ms. Lynda Brocchini.

Yes Ms. Elizabeth Bredall  
Yes Ms. Lynda Brocchini  
Abstain Ms. Kai Doggett  
Yes Mr. Jesse Levin  
Yes Ms. Laverne Villalobos

Minutes:

Josie Peterson presented the Certification of Second Interim Report to the Board of Trustees. The presentation is attached to this agenda item, along with the report.

Board comments: Before voting on this item, the Trustees decided to move forward with the other agenda items that could determine the outcome of the certification.

Sue Beckmeyer addressed the Board of Trustees and urged them to certify positive.

Quick Summary:

It is recommended that the Board of Trustees approve the Positive Certification of the 2019-2020 Second Interim Financial Report for the period July 1, 2019 through January 31, 2020 (Form CI) and authorize its filing with the County Superintendent of Schools.

ACTION

#### **11.b. Proposed Budget Reductions 2020-2021 (LCAP: Governance)**

Minutes:

Josie Peterson presented to the Board of Trustees the proposed budget reductions to enable Pacifica School District to maintain a positive budget status.

The proposed budget reductions for 2020-2021 are:

1 FTE OSS 2 FTE IBL (EL prog. Enrollment) \$272,660

Decrease Specialist staffing \$319,206

Decrease Bus Driver \$ 32,501

Decrease 1 Custodial FTE \$ 52,001

Decrease CAB/VAL/OSS VP \$250,180

Decrease Lead Stipends \$ 43,626

Total reduction: \$970,174

Board and Superintendent Comments: It is difficult to cut \$900,000 without it affecting salaries. Do we have to certify the second interim report today? Josie Peterson explained that there is a deadline to meet to the County. How many years has the bus driver been in the district? Josie Peterson shared that the employee has been with the district 15+ years.

Discussion and clarification was given on certifying, qualifying, or negatively reporting of the second interim.

Jerry Newland addressed the Board of Trustees and asked about the salary of the bus driver being high. It was clarified that the salary is total compensation.

Sue Beckmeyer addressed the Board of Trustees and urged them to delay the decrease of the bus driver position and find another way to reduce the budget.

Quick Summary:  
INFORMATION

**11.c. Resolution No. 2020-03-11-A Notification to Certificated Administrative Employees of Possible Release, Reassignment or Non-Reelection (Goal: Operations)**

**Order #134 - Motion Passed:** Passed with a motion by Ms. Elizabeth Bredall and a second by Ms. Lynda Brocchini.

Yes Ms. Elizabeth Bredall  
Yes Ms. Lynda Brocchini  
Yes Ms. Kai Doggett  
Yes Mr. Jesse Levin  
Yes Ms. Laverne Villalobos

Minutes:

Certificated administrative employees may be released, reassigned or non-re-elected from employment from the district based upon the necessary need to reduce a particular kind of service. Certificated Administrators who are reassigned will be informed of their placement prior to the end of the current school year.

The resolution attached to this agenda item outlines the positions affected.

Quick Summary:

It is recommended that the Board approve Resolution No. 2020-03-11-A: Notification to Certificated Administrative Employees of Release, Reassignment or Non-Reelection (Ed Code Section 44954).

ACTION

**11.d. Resolution No. 2020-3-11-B Notification to Certificated Employees of Possible Release, Reassignment or Non-Reelection (Goal: Operations)**

**Order #135 - Motion Passed:** Passed with a motion by Ms. Lynda Brocchini and a second by Ms. Kai Doggett.

Yes Ms. Elizabeth Bredall  
Yes Ms. Lynda Brocchini

Yes Ms. Kai Doggett  
Yes Mr. Jesse Levin  
Yes Ms. Laverne Villalobos

Minutes:

Each school year certificated employees are released, reassigned or non-reelected from employment from the district based upon the necessary need to reduce a particular kind of service. Teachers who are reassigned will be informed of their placement prior to the end of the current school year.

The resolution attached to this agenda item outlines the positions affected.

Quick Summary:

It is recommended that the Board approve Resolution No. 2020-03-11-B: Resolution No. 2020-03-11-B: Notification to Certificated Employees of Release, Reassignment or Non-Reelection (Ed Code Section 44954).

ACTION

**11.e. Resolution No. 2020-3-11-C Release of Temporary Certificated Employees (Goal: Operations)**

**Order #136 - Motion Passed:** Passed with a motion by Ms. Lynda Brocchini and a second by Ms. Laverne Villalobos.

Yes Ms. Elizabeth Bredall  
Yes Ms. Lynda Brocchini  
Yes Ms. Kai Doggett  
Yes Mr. Jesse Levin  
Yes Ms. Laverne Villalobos

Minutes:

Each school year teachers are released from employment from the district based upon temporary status due to either being of part-time status, not fully credentialed, or in an assignment for a permanent teacher on leave. Teachers who are released from employment may be rehired for the upcoming school year should there be a need and if they have the proper credential status.

The resolution attached to this agenda item outlines the employees affected.

Quick Summary:

It is recommended that the Board approve Resolution No. 2020-03-11-C: Release of Temporary Certificated Employees (Ed Code Section 44954).ACTION

**11.f. Resolution No. 2020-3-11-D Classified Lay-Offs as a Result of Lack of Work and/or Lack of Funds (Goal: Operations)**

Minutes:

The Trustees discussed this agenda item and decided to table the item at this time.

No Action Was Taken.

Jerry Newland addressed the Board of Trustees regarding the custodial position being eliminated. She said that it would be a detriment to the children's safety and their health and welfare.

Quick Summary:

It is recommended that the Board approve Resolution No. 2020-03-11-D, a reduction in classified positions for lack of work and/or lack of funds effective June 11, 2020.ACTION

***Board discussion regarding extending the time limit of the Board meeting:*** At 10:10 P.M. the Board of Trustees took a vote to extend the Board meeting past the 10:30 P.M. time limit per Board Bylaw 9323. It was recommended that the Board approve extending the meeting until 11:30 P.M. Passed with a motion by Ms. Lynda Brocchini and a second by Ms. Elizabeth Bredall.

Yes Ms. Elizabeth Bredall  
Yes Ms. Lynda Brocchini  
Yes Ms. Kai Doggett  
Yes Mr. Jesse Levin  
Yes Ms. Laverne Villalobos

**11.g. Resolution No. 2020-03-11-E: Resolution to Eliminate, Layoff, and or/Reduce the Number of Certificated Employees Due to a Reduction in a Particular Kinds of Services (Goal: Operations)**

**Order #137 - Motion Passed:** Passed with a motion by Ms. Lynda Brocchini and a second by Ms. Laverne Villalobos.

Yes Ms. Elizabeth Bredall  
Yes Ms. Lynda Brocchini  
Yes Ms. Kai Doggett  
Yes Mr. Jesse Levin  
Yes Ms. Laverne Villalobos

Minutes:

This year, the need to reduce administrative positions and reassignment of a certificated management employee to a non-management position will result in the layoff of a certificated employee, based on seniority. This resolution allows the district to take action and inform the affected employee in a timely manner, according to the California Education Code. Certificated employees who are reassigned will be informed of their placement prior to the end of the current school year.

The resolution attached to this agenda item reflects staff affected by this resolution.

Quick Summary:

It is recommended that the Board approve Resolution No. 2020-03-11-E: Resolution to Eliminate, Layoff, and/or Reduce the Number of Certificated Employees Due to a Reduction in a Particular Kinds of Services (Ed Code Section 44954).

ACTION

**11.h. Resolution No. 2020-03-11-F: Non-Reelection of Probationary Certificated Employees (Goal: Operations)**

**Order #138 - Motion Passed:** Passed with a motion by Ms. Laverne Villalobos and a second by Ms. Elizabeth Bredall.

Yes Ms. Elizabeth Bredall  
Yes Ms. Lynda Brocchini  
Yes Ms. Kai Doggett  
Yes Mr. Jesse Levin  
Yes Ms. Laverne Villalobos

Minutes:

Each school year probationary teachers can be released from employment from the district. The governing board may give notice of non-re-election to a certificated employee at any time during the employee's first year of service and at any time up to and including March 15 of the employee's second complete consecutive school year of employment.

The resolution attached to this agenda item reflects probationary staff affected by this resolution.

Quick Summary:

It is recommended that the Board approve Resolution No. 2020-03-11-F Notification of Non-Reelection of Probationary Certificated Employees (Ed Code Section 44929.21(b))

ACTION

**11.i. Human Resources Update (LCAP Goal: #1)**

Minutes:

Due to the length of this Board meeting, the Board of Trustees tabled this agenda item to a future Board meeting.

Quick Summary:

Maria Gavidia will provide the Board of Trustees with an update on hiring in special education teacher position vacancies.

INFORMATION

**11.j. Job Description: Director of Special Education and Pupil Services (LCAP Goals: #1, Operations)**

**Order #139 - Motion Passed:** Passed with a motion by Ms. Kai Doggett and a second by Ms. Laverne Villalobos.

Yes Ms. Elizabeth Bredall  
Yes Ms. Lynda Brocchini  
Yes Ms. Kai Doggett  
Yes Mr. Jesse Levin  
Yes Ms. Laverne Villalobos

Minutes:

With the announcement of Maria Gavidia, Executive Director, Special Education, Human Resources and Pupil Services, leaving Pacifica School District at the end of this academic year and in preparation of the upcoming school year, it is recommended that the job description for Director of Special Education and Pupil Services to be updated to the document attached to this agenda item.

Quick Summary:

It is recommended that the Board of Trustees approve the job description of Director of Special Education and Pupil Services beginning the 2020-2021 school year.

ACTION

**11.k. Public Employee Appointment: Director of Special Education and Pupil Services (LCAP Goals: #1, Operations)**

**Order #140 - Motion Passed:** Passed with a motion by Ms. Lynda Brocchini and a second by Ms. Laverne Villalobos.

Yes Ms. Elizabeth Bredall  
Yes Ms. Lynda Brocchini  
Yes Ms. Kai Doggett  
Yes Mr. Jesse Levin  
Yes Ms. Laverne Villalobos

Minutes:

With the announcement of Maria Gavidia, Executive Director, Special Education, Human Resources and Pupil Services, leaving Pacifica School District at the end of this academic year and in preparation of the upcoming school year, it is recommended that the Board of Trustees appoint, Dr. Julie Carillo as Director of Special Education and Pupil Services. Dr. Carillo's position as Principal will be posted if the Board approves this appointment.

Quick Summary:

It is recommended that the Board of Trustees appoint Dr. Julie Carillo as .8 FTE Director of Special Education and Pupil Services beginning the 2020-2021 school year.

ACTION

**11.i. Approval of Form J-13A Request for Allowance of Emergency Conditions (LCAP: Operations)**

Minutes:

Due to the length of this Board meeting, the Board of Trustees tabled this agenda item to a future Board meeting.

Quick Summary:

It is recommended that the Board approve the Form J-13A Request for Allowance of Attendance because of emergency conditions.

ACTION

**11.m. Purchase of LCD Displays and Wall Mounted Projectors (LCAP Goal: #1)**

**Order #141 - Motion Passed:** Passed with a motion by Ms. Lynda Brocchini and a second by Ms. Kai Doggett.

Yes Ms. Elizabeth Bredall  
Yes Ms. Lynda Brocchini  
Yes Ms. Kai Doggett  
Yes Mr. Jesse Levin  
Yes Ms. Laverne Villalobos

Minutes:

In the Spring of 2016, a short throw LED wall mounted projector and a 70 inch HD Monitor was demoed for teachers to get input on which one they felt would enhance their teaching. As a district the overwhelming choice preference was for the Casio Short Throw LED wall mounted projectors. Each summer until 2018 various classrooms were equipped with these LED projectors until funding for them ran out. There were still 33 classrooms that had not been equipped with projectors.

With the passage of the recent bond, it allowed the District to equip the remaining 33 classrooms with a projector/display. In November of 2019, the 33 remaining teachers were invited to a demo of the Sharp 70in LCD floor mounted HD Display and compare it to the Casio Short Throw LED wall mounted projector. They were given the choice of which worked best for them. 12 teachers selected the 70" Display and 21 selected the Casio Short Throw LED wall mounted projectors.

It is recommended that the Board approve the purchase orders in the amount of \$32,932.32 for 12 Sharp 70" LCD Displays and \$76,275.74 for 21 Casio Short Throw LED wall mounted projectors.

Quick Summary:

It is recommended that the Board approve the purchase orders in the amount of \$32,932.32 for 12 Sharp 70" LCD Displays and \$76,275.74 for 21 Casio Short Throw LED wall mounted projectors payable to TROX.com.

ACTION

### **11.n. Workforce Housing Update (LCAP: Operations)**

Minutes:

An update on the District's progress with the Workforce Housing Project was presented to the Board of Trustees.

Presenters were: Shepherd Heery, Ken Klebanoff, and Jason Beatty of Brookwood Advisors. Armando Sanchez, HEART (Housing Endowment and Regional Trust)

The items covered in the presentation included:

Reviewing Project History, Control Variables to assure Project Objectives will be met, Milestones for the next 8 Months, Review Project Cost Projections, Review Project Schedule, Review Project Economics and Affordability Parameters, and Next Steps.

The presentation in its entirety is attached to this agenda item.

Quick Summary:

INFORMATION

### **11.o. Authorization to Execute the Predevelopment Loan Agreement with the Housing Endowment and Regional Trust (HEART) (LCAP: Operations)**

**Order #142 - Motion Passed:** Passed with a motion by Ms. Lynda Brocchini and a second by Ms. Elizabeth Bredall.

Yes Ms. Elizabeth Bredall  
Yes Ms. Lynda Brocchini  
Yes Ms. Kai Doggett  
Yes Mr. Jesse Levin  
Yes Ms. Laverne Villalobos

Minutes:

In October 2017, the Board of Trustees approved a resolution authorizing a loan agreement for up to \$697,991 with the San Mateo County Housing Endowment and Regional Trust (HEART) for the Pacifica School District Housing Project.

The loan is a means of short term financing for the predevelopment costs of the project. The funds enable the District to move forward with the project prior to issuance of the Certificates of Participation (COP) which will provide the long term financing once the actual construction begins.

The District did draw \$273K from the HEART loan in 2018, prior to receiving all the proceeds from the sale of Fairmont. The loan was paid back at the end of the fiscal year. HEART has indicated that the \$697,991 remains available to the District for use in connection with the housing project. HEART has requested that the District confirm its interest in having access to these funds by executing the attached form of loan agreement which will allow, but not

require, the District to make use of these funds for the project. The District would benefit from utilizing the HEART loan first and setting aside the remainder of the proceeds from the sale of Fairmont as reserves for the workforce housing project.

Quick Summary:

It is recommended that the Board of Trustees authorize the Superintendent or designee to execute the Predevelopment Loan Agreement with the Housing Endowment and Regional Trust (HEART) up to \$697,991.

DISCUSSION/ACTION

**11.p. Approval of Contract with Brookwood Program Management LCC for Management and Advisory Services for Development of Workforce Housing at the Oddstad property (LCAP: Operations)**

**Order #143 - Motion Passed:** Passed with a motion by Ms. Elizabeth Bredall and a second by Ms. Lynda Brocchini.

Yes Ms. Elizabeth Bredall  
Yes Ms. Lynda Brocchini  
Yes Ms. Kai Doggett  
Yes Mr. Jesse Levin  
Yes Ms. Laverne Villalobos

Minutes:

Brookwood has assisted the District with preparing and managing the RFP Process, the government approvals process, completion of Bridging Documents and negotiations with the prospective developer. Up until this point, the District had planned on contracting with Bridge Housing for development of the project however negotiations with Bridge did not result in a mutually acceptable agreement that met Education Code Requirements.

The District would like to move forward with the predevelopment phase and issue a new RFQ/RFP (Request for Qualifications/Request for Proposals).

The full Scope of Work is attached to this agenda item.

Quick Summary:

It is recommended that the Board of Trustees approve the contract with Brookwood Program Management LLC for development management and advisory services related to the Entitlement and Environmental Review process for the workforce housing project in the amount of \$476,000.

DISCUSSION/ACTION

**11.q. 2020 CSBA Delegate Assembly Election (Goal: Governance)**

**Order #144 - Motion Passed:** Passed with a motion by Ms. Lynda Brocchini and a second by Ms. Laverne Villalobos.

Yes Ms. Elizabeth Bredall  
Yes Ms. Lynda Brocchini  
Yes Ms. Kai Doggett  
Yes Mr. Jesse Levin  
Yes Ms. Laverne Villalobos

Minutes:

CSBA leadership includes a Delegate Assembly, Board of Directors and Executive Committee. The Delegate Assembly is made up of approximately 270+ Delegates who are elected by local board members in 21 geographic regions throughout the state. Some geographic regions have been further divided into sub-regions.

Pacifica School District is part of Sub-region 5B (San Mateo County). The following are the list of candidates for the 2020 Delegate Assembly, Sub-region 5-B with the asterisks signifying incumbent status: Eddie Flores (South San Francisco USD)); \*Clayton Koo (Jefferson ESD); \*Amy Koo (Belmont-Redwood Shores). The Trustees may vote for three candidates.

The Pacifica School District Board of Trustees voted in favor of all three candidates.

Quick Summary:

It is recommended that the Pacifica School District Board of Education Trustees vote for three candidates for the 2020 CSBA Delegate Assembly for Region 5-Subregion B.

DISCUSSION/ACTION

**11.r. Board of Trustees Committee/Liaison and School Assignments, 2020 (Goal: Governance)**

**Order #145 - Motion Passed:** Passed with a motion by Ms. Kai Doggett and a second by Ms. Laverne Villalobos.

Yes Ms. Elizabeth Bredall  
Yes Ms. Lynda Brocchini  
Yes Ms. Kai Doggett  
Yes Mr. Jesse Levin  
Yes Ms. Laverne Villalobos

Minutes:

The Trustees discussed the open positions on the 2020 Board Member Assignments. Trustee Brocchini stated she would fill those open Trustee assignments.

Quick Summary:

It is recommended that the Pacifica School District Board of Trustees appoint committee/liasion and school assignments for the 2020 calendar year.

DISCUSSION/ACTION

**11.s. Resolution No. 2020-03-11-G: Board Compensation for Missed Meetings (Goal: Governance)**

**Order #146 - Motion Passed:** Passed with a motion by Mr. Jesse Levin and a second by Ms. Laverne Villalobos.

**Abstain** Ms. Elizabeth Bredall  
**Yes** Ms. Lynda Brocchini  
**Yes** Ms. Kai Doggett  
**Yes** Mr. Jesse Levin  
**Yes** Ms. Laverne Villalobos

Minutes:

There were no comments or questions regarding this agenda item.

Quick Summary:

It is recommended that the Board of Trustees approve Resolution No. 2020-03-11-F Board Compensation for Missed Meetings. ACTION

**12. BOARD BYLAWS, BOARD POLICIES & ADMINISTRATIVE REGULATIONS (Goal: Governance) - 9:55 P.M.**

**Order #147 - Motion Passed:** It is recommended to table items 12.a and 12.b. to a future agenda. Passed with a motion by Ms. Laverne Villalobos and a second by Ms. Kai Doggett.

**Yes** Ms. Elizabeth Bredall  
**Yes** Ms. Lynda Brocchini  
**Yes** Ms. Kai Doggett  
**Yes** Mr. Jesse Levin  
**Yes** Ms. Laverne Villalobos

**12.a. BP 5131 Conduct (From October 2019 Manual Maintenance 5000 Series) (First Reading)**

Minutes:

Due to the length of this Board meeting, the Board of Trustees tabled this agenda item to a future Board meeting.

Quick Summary:

(Attachment A) BP 5131 Conduct (From October 2019 Manual Maintenance) (First Reading)  
Board Memo (Attachment B) BP 5131 Conduct - Use CSBA Sample As Is  
INFORMATION/DISCUSSION

**12.b. December 2019 Manual Maintenance 5000 Series (First Reading)**

Minutes:

Due to the length of this Board meeting, the Board of Trustees tabled this agenda item to a future Board meeting.

Quick Summary:

(Attachment A) December 2019 Manual Maintenance 5000 Series (First Reading) Board Memo (Attachment B) BP 5116.1 Intradistrict Open Enrollment - Use CSBA Sample With Revisions (Attachment C) AR 5116.1 Intradistrict Open Enrollment - Use CSBA Sample With Revisions (Attachment D) BP 5117 Interdistrict Attendance - Use PSD Current With Revisions (Attachment E) AR 5117 Interdistrict Attendance -Use CSBA Sample With Revisions (Attachment F) BP 5118 Open Enrollment Act Transfers - CSBA Recommends Delete (Attachment G) AR 5118 Open Enrollment Act Transfers - CSBA Recommends Delete (Attachment H) AR 5125 Student Records - Use CSBA Sample With Revisions (Attachment I) BP 5131.2 Bullying - Use CSBA Sample As Is (Attachment J) AR 5131.2 Bullying - Use CSBA Sample As Is (Attachment K) BP 5141.21 Administrating Medication and Monitoring Health Conditions - Use CSBA Sample With Revisions (Attachment L) AR 5141.21 Administrating Medication and Monitoring Health Conditions Use CSBA Sample With Revisions  
INFORMATION/DISCUSSION

### **13. FUTURE AGENDA ITEMS - 10:05 P.M.**

Minutes:

Trustee Brocchini asked for a Measure O (Bond) project update as a future agenda item.

### **14. ADJOURNMENT - 10:10 P.M.**

Minutes:

President Levin adjourned the meeting at 11:03 P.M.

Quick Summary:

NEXT MEETING: April 11, 2020, 7:00 p.m., District Office, 375 Reina del Mar Avenue, Pacifica

- The Board of Trustees may meet in Closed Session for the purposes of discussing Personnel under Government Code 54957 and Negotiations under Government Code 54957.6 after the open session.
- Pacifica School District, Board of Trustees Regular Meeting Agendas may be previewed on the District Website: [www.pacificasd.org](http://www.pacificasd.org). Board of Trustees Regular Meetings are televised on Pacifica Community Television (PCT) Channel 26 on Thursdays at 3:30 p.m.
- Regular Meeting Agendas are posted at least 72 hours prior to each meeting at the following locations:  
All District Schools Pacifica & Sanchez Libraries Pacifica Tribune San Mateo County Times  
District Office  
Special Meeting Agendas are posted at least 24 hours prior to the meeting at the Official Posting Location:  
District Office
- *Board meetings are accessible to people with disabilities. Individuals who need special assistance or a disability-related modification or accommodation (including auxiliary aids or services) to participate in this meeting; or who have a disability and wish to request an alternative format for the agenda, meeting notice, agenda packet or other writings that may be distributed at the meeting, should contact the*

*Executive Assistant to the Superintendent at least 10 working days before the meeting at 650.738.6625. Notification in advance of the meeting will enable the district to make reasonable arrangements to ensure accessibility to this meeting and the materials related to it.*

- The agenda (order in which the items are presented) is accepted or amended by the Board at the beginning of the meeting under the item “Approval of the Agenda.” Once the agenda is approved by the Board, the meeting will proceed in the order approved. Times for agenda items are approximate with the exception of Public Hearings. Public Hearings will occur at or after the time listed on the agenda.

### **Guidelines for Public Comment**

- The Board President will formally open and close times for public comment for each agenda item. After public comment is closed, the Board will discuss the item and, if appropriate, take action.
- Individuals wishing to address the Board must complete a request card with their name, address and the item number. Cards are located on the table as you enter the room. Cards should be submitted either to the Board President or to the Superintendent.
- Individuals may address topics not on the agenda during the Communications Section (People Wishing to Address the Board) at the beginning of the meeting. However, the Board cannot comment on items not on the agenda.
- The Board, at their discretion, may limit the total time allotted for public comment during each agenda item.
- Individuals must be recognized by the Board President and step to the podium to speak.
- Speakers should introduce themselves and speak into the microphone. (The microphone is for the television and does not amplify sound.)
- Speakers are limited to a maximum of 3 minutes, which may be reduced at the discretion of the Board.
- Time allotments may NOT be passed from one person to another.
- An individual may speak only once on each agenda item.

7/21/10 Original – Updated 9/13/10

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Clerk

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Superintendent